

EQUAL OPPORTUNITY CLIMATE ASSESSMENT SURVEY

(Web Based Version)

COMMANDER'S GUIDE

1. **PURPOSE.** The Equal Opportunity Climate Assessment Survey provides you with a tool for reviewing the climate of your unit, such as an assessment within 180 days upon assumption of command and annually thereafter IAW NGR 600-21 (Equal Opportunity Program In The Army National Guard). Unit "climate" factors, such as, morale; communication between unit members and their supervisors; attitudes and perceptions of assigned personnel of different ranks, races, ethnic backgrounds, and sexes; and overall organizational health.

2. **SCOPE.** The Equal Opportunity Climate Assessment Survey briefly addresses 40 core questions and 10 locally developed questions based upon a seven-point scale beginning with "Strongly Agree" and ending with "Strongly Disagree." These questions are grouped and cover six human relations composites: Job Environment, Motivation/Pride/Recognition, Peer Relationships, Unit Leadership, Perception of Freedom to Address Concerns, and Fair Treatment/Discrimination/Sexual Harassment. Additional space is provided for comments on unit strengths and areas most needing improvement.

3. **USE.** The survey is designed as a self-contained, stand-alone tool for you as a commander. The survey will be administered by the Equal Opportunity Office and will be scored based on your total unit strength in comparison with who responded to the survey. All scoring is compiled electronically. The survey also provides a level of anonymity for individuals identified with a small demographic area by combining their survey. The survey results may provide indicators of strengths and issues in your unit. As a commander, you should use additional methods to assess the unit climate, such as observations, personal interviews, reports, and other unit data.

4. **ADDITIONAL INSTRUCTIONS.**

a. **Administration Procedures.** All basic steps are performed by the UCA Administrator.

(1) Each unit member taking a survey will be issued a letter with a website address and an individual assigned access code.

(2) The survey's can also be printed out and given by hand. This option can be time consuming because an individual would have to input each survey using the assigned access codes. This option could also lead to input errors.

(3) The completion of the survey will take approximately 6 to 10 minutes. You should ensure the individual's privacy is protected by allowing the individual to occupy the computer by him/herself. The survey can also be taken anywhere an individual has access to a computer with internet capability outside of the unit.

(4) Allowing unit members to complete the survey outside of the drill day may cause a delay in completion of the survey.

b. **Scoring.** Each individual survey will be scored by the computer after completion.

(1) Survey results will be requested by the UCA administrator. The UCA administrator will forward the survey reports to the commander.

(2) There will be two reports generated after the completion. The Survey Analysis Report and the executive summary.

(3) The survey analysis report contains three sections which will provide the commander with information that will identify positive and negative human relations factors that may affect the unit's mission readiness. This section will also have the additional comments written by each individual surveyed.

(4) The Executive Summary report contains one section. This report displays each question and provides the number and percentage of favorable, neutral, and unfavorable responses.

(5) Each commander will receive both reports. The commander will also have the opportunity to critique the UCA team regarding their objectives and his/her expectations.